

1984-85 Annual Report

Bibliothèque - Faculté Saint-Jean Library

Submitted to the Chief Librarian and Director of Libraries

University of Alberta

April 22, 1985

Prepared by Juliette J. Henley



## I. Introduction

The Faculté Saint-Jean Library continued its development at a very rapid rate throughout 1984-85. All of the programs which were started in 1983-84 were maintained, and new programs and services were as well instituted. Much of the progress this year was due to the hard work of the FSJ Library staff, to the excellent cooperation the Library received from Faculté members as well as from the University Library personnel from the main campus.

## II. Personnel

On July 1, 1984, Juliette J. Henley was officially appointed to the position of Head Librarian. Michel Boucher started on August 1, 1984 as Head of Public Services, responsible for reference, circulation and all other public services. On September 1, 1984 Carmen Kotylak was appointed to the half-time Clerk II position in the Technical Services unit, bringing the FSJ library staff complement to 6.5 full-time positions. The FSJ Library is very grateful to the University Library for the addition of these much needed positions in times of financial cutbacks.

Several student helpers were also hired in September to permit longer hours of opening during the fall and winter sessions, that is from 4:30 - 10:00 p.m. Monday to Friday, and from 1:00 - 5:00 p.m. on week-ends.

Personnel job descriptions were written or revised, and all full-time staff have had the opportunity to attend workshops and orientation sessions on the main campus or outside the University. The FSJ library held 4 orientation sessions on July 31, 1984 for library personnel from the main campus.

## III. Budgets:

Budget Level 42 of \$4000. was entirely spent. This involved expenses incurred for printing, photocopying, advertising, freight and delivery, office and library supplies.

Through the capital budget the University Library supplied several items to the FSJ library: an AJ terminal/printer/modem, a second-hand microfiche/microfilm reader/printer, a microfiche reader, a secretarial desk with attached typing table, a regular desk, a typewriter with a French keyboard, 2 book trucks, a book trolley, 4 lateral filing cabinets, 3 steno chairs, a desk stand microfiche filing system with 30 frames, an index table, 3 single faced shelving units and 2 calculators. A 3M single gate check-point security system and





a sensitizer-desensitizer were also ordered but have not yet been received. The installation of the security system will only be possible after the renovation project takes place which is scheduled during the next fiscal year.

Budget Level 60 of \$35,000. was also entirely spent. Attached is a report of amounts which were spent for resources in each discipline. We are most grateful to the professors for their cooperation in the selection of books, a task which they willingly shared with the library personnel. Among the most important works acquired this year were: L'Univers des formes (8 volumes); Dictionnaire des peintres, sculpteurs, dessinateurs et graveurs par E. Benezit (10 volumes); The New Dictionary of Music and Musicians (10 volumes); Le Grand Robert (7 volumes); La Concordance de la Bible (1 volume); L'Encyclopédie géographique Atlas (1 volume); Le Mémorial du Québec (8 volumes); La Méditerranée ( 2 volumes); Picasso (1 volume).

#### IV. Outside Funding

The Faculté Saint-Jean Library was allotted \$2500. from the Student Unions' donation of \$100,000. to the University Library, towards the purchase of materials.

Three large proposals for outside funding were prepared during the year and 2 were approved. Fonds Saint-Jean awarded the Library a grant of \$27,200. for the organization and preservation of a 10,000 volume special collection. A librarian and a library technician have been hired for 6 months to weed the collection according to established policies and in consultation with Faculté members, to organize the collection so it can be consulted, and to do a complete inventory of it by recording preliminary bibliographic information for each work. The fund has also permitted the purchase of shelving and acid-free supplies, and will enable the Library to bind certain materials. The work will take place from May 1 to October 31, 1985.

The FSJ Library has also been awarded a sum of \$36,820.00 from the Department of the Secretary of State under its program "Special Projects, 1984-85, Canada-Alberta Agreement on the Official Languages in Education". The fund is a cost-shared contribution of 50% towards the establishment and development of reference service at the Faculté Saint-Jean Library. The other 50% of the project costs was funded by the University Library. The money will be used to improve reference service and the reference collection. A reference librarian was hired last August. An online catalogue terminal has been ordered to provide direct online access to the main campus libraries resources. A MacIntosh



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University of Alberta Library

<https://archive.org/details/bsjraportannuel1985eng>

copies of each guide were needed, as well as 100 Education bibliographies, 75 Arts bibliographies and 45 Science bibliographies. Later, 2 professors asked for orientation sessions for their classes involving 35 students. Other orientation programs were also offered to a high school group and to a group from the International Baccalaureate program.

For the first time, the FSJ Library also offered 20 hours a week of scheduled reference service. The statistics show that this service was much needed.

Due to the excellent cooperation received from the main campus libraries, the FSJ Library was able to negotiate and develop procedures for a book delivery system and an internal type of departmental loans between the 2 campuses. The FSJ Library can now order books listed in COMCAT, on behalf of Faculté members and have them delivered through campus mail. It is also possible for Faculté members to return to the FSJ Library, books which they have borrowed directly from the main campus. This program is vital to improve access to resources on the main campus for professors, to encourage less duplication in collection development, and to facilitate the return of books.

The FSJ Library has also made arrangements with the Fines and Library Cards Division to apply on behalf of Faculté members for the obtention or renewal of their library cards. This is another service which the Faculté members appreciate very much.

The Faculté Saint-Jean has installed 2 Plato terminals in the library to provide patrons with longer hours of access to Plato services. There has been very good use of those terminals.

Even though the 3000 government publications collection still remains uncatalogued, the reference librarian has organized the collection by departments, and has thereby provided at least limited access to it. He has as well produced a guide to the collection to encourage its use.

## VII. Donations to the Library

The FSJ Library received a total of 1656 volumes in donations in 1984-85, at a value of \$ 21, 458.31. The University Library has applied on our behalf for matching grants from the provincial government.





# VIII. Statistics

	<u>Nov/83- Mar/84</u>	<u>Nov/84- Mar/85</u>	<u>April/84- March/85</u>
<u>Circulation</u>			
Books (external)	4101	4403	7381
(internal)	943	3363	4769
Periodicals (external)	313	309	570
(internal)	74	1236	1459
Reserve	721	1003	1381
	<hr/>	<hr/>	<hr/>
Total Circulation	6152	10,314	15,560
<u>Reference Questions</u>			
Directional	742	559	1093
Quick reference	435	369	771
Extended reference	171	956	1304
	<hr/>	<hr/>	<hr/>
Total Reference	1348	1884	3168
<u>Average number of people in the study rooms at any one time (from 8:30 to 10:00 p.m. on weekdays and 1-5 p.m. on week-ends during the fall &amp; winter sessions)</u>	7	8	8
<u>Interlibrary loans</u>	0	42	73

## Departmental loans (service started in Jan./85)

- 27 out of 28 requests were filled by campus libraries. One request was not filled because the book was lost.
- 54 books which were borrowed directly from main campus libraries by Faculté members were returned by the FSJ on their behalf.

The statistics show that from November to March 1984-85, there was an increase in general over the same period last year. True comparisons cannot be made for the full year since the Library kept statistics for only 5 months in 1983-84; internal circulation had been counted only for 2 months. The interesting statistics are those for reserve materials and for reference services which show a fairly large increase in the use of these 2 services, most likely due to more awareness with regards to





materials on reserve, and also to the new reference position. In spite of reducing the number of user seats in the reference room to accomodate a catalogue unit, the average number of people in the study rooms at any one time increased by 1 over last year.

#### VIII. Other Activities

On October 12, 1984 the FSJ Library was honored by the visit of Dr. Guy Sylvestre, the Director of the Canadian Institute for Historical Microreproductions and who was National Librarian of Canada prior to 1983. He spoke to a group of approximately 60 people on the role of a writer and literary critic. His presentation was very much appreciated and ended with an autographing session of his works which are held by the Library.

The General Faculties Council Library Committee met at Faculté Saint-Jean on December 12, 1984 in order to obtain more information about the Library. Juliette Henley spoke about the specific goals and objectives of the FSJ Library, highlighted what has been accomplished since the integration of the library to the U. of A. library network and outlined the future directions of the Library.

Even though the FSJ Library is now integrated to the University Library and no longer under the Faculté Saint-Jean, the Library participated in the Faculté Review process. A contribution was made to the Self Study Report, and a presentation was also made to the President's Advisory Committee on Campus Reviews.

Work continued throughout 1984-85 on the policies and procedures manual which was started last year. Collection development policies were written for the Special Collection and for the Government Publications Collection. New procedures were written and forms devised for departmental loans, the obtention or renewal of library cards for Faculté members, and technical services statistics. Work is progressing on the student helpers' manual and on the local policies manual for cataloguing and applications of UTLAS coding.

Negotiations took place in March with the Bindery Division of the University Library, to have the FSJ Library's bindery operation integrated to that of the University Library. The new agreement is effective at the beginning of the new fiscal year.





## IX. Conclusion

In closing, many thanks are due to all FSJ Library staff members; without their absolute devotion, their hard work and their important contribution to the operation of this library, the progress made this year would not have been possible. Thanks are also extended to Peter Freeman and all of the University Library personnel, to the members of the Faculté Library Committee, to the teaching and administration staff at the Faculté and in particular to the Dean, Mrs. Gamila Morcos. Their cooperation and advice, their support and the trust they have placed in the Library's staff members were greatly appreciated.





## Répartition du budget par discipline

MATIERES	MONTANT ALLOUE	MONTANT ENGAGE	DEPENSE	RESTE
<b>SCIENCES</b>				
Biologie/Entomologie	599./- 300.		106.81	192.19
Chimie	622./- 200.		395.24	26.76
Géologie				
Mathématiques	599./- 400.		228.25	- 29.25
Physique	467./- 100.		402.67	- 35.67
<b>TOTAL</b>	<b>2,287./-1000.</b>		<b>1,132.97</b>	<b>154.03</b>
<b>BIBLIOTHEQUE</b>				
Périodiques/ Commandes permanentes	13,100./		14,206.68	- 1,106.68
Sources d'information documentaires	4,400./+ 200.		5,198.11	- 598.11
<b>TOTAL</b>	<b>17,500./+ 200.</b>		<b>19,404.79</b>	<b>- 1,704.79</b>
<b>GRAND TOTAL</b>	<b>35,000./</b>		<b>35,082.73</b>	<b>- 82.73</b>

Remarques: Dans la colonne "Montant alloué" le montant indiqué après l'oblique indique qu'une redistribution de l'argent a été faite.





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DONS A LA BIBLIOTHEQUE DE LA FACULTE SAINT-JEAN  
DONATIONS TO THE FACULTE SAINT-JEAN LIBRARY

1984-85

1. M. et Mme Jean Côté	21 volumes	\$ 31,50
2. Le Carrefour	10 volumes	\$ 47,95
3. Centre international de recherche sur le bilinguisme	7 volumes	\$ 72,50
4. Yvette Mahé	1 volume	\$ 20,00
5. Jean-Pierre Grenier	3 volumes	\$ 14,95
6. Dollard Desmarais	66 volumes	\$ 407,20
7. Pierre Bokor	26 volumes	\$ 210,75
8. Frank McMahon	53 volumes	\$ 556,85
9. Allen Kenney	58 volumes	\$ 323,20
10. Lethbridge Community College Library	65 volumes	\$ 1287,00
11. La bibliothèque générale, Université de Sherbrooke	352 volumes	\$ 1689,60
12. Hon. Marcel Lambert	257 volumes	\$ 7710,00
13. Liliane MacCallum	145 volumes	\$ 1837,40
14. Les Oblats de Marie Immaculée Province de l'Alberta-Saskatchewan	300 volumes	\$ 4980,76
15. L'Office de la langue française	202 volumes	\$ 1071,95
16. Michel Boucher	1 volume	\$ 35,00
17. Don anonyme	52 volumes	\$ 657,55
18. Don anonyme	37 volumes	\$ 504,15
<hr/> 1656 volumes <hr/>		<hr/> \$21,458.31 <hr/>





# PUBLIC SERVICES ANNUAL STATISTICAL QUESTIONNAIRE

Area Library Faculté Saint-Jean Library

Month/Year April/84 - March/85

## NUMBER OF REFERENCE TRANSACTIONS

Reference	<u>2075</u>
Directional	<u>1093</u>
Computer Assisted	<u>N/A</u>
TOTAL	<u>3168</u>

## NUMBER OF COMPUTER SEARCHES

Clients	<u>N/A</u>
Databases	<u>N/A</u>

## BIBLIOGRAPHIC INSTRUCTION

Number of Groups	
Internal	<u>8 groups (85 people)</u>
External	<u>2 groups (26 people)</u>
TOTAL	<u>10 groups</u>
Number of People	<u>121 people</u>

Please return to P. Freeman within 10 days of receipt.

April/85





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